

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, October 16, 2008

In attendance: David Fulkerson, DFM Don Berg, LSO
Don Robbins, IIC Kelly Nielsen, Ag
Ike Kimball, H&W Jim Carter, SCO
Merideth Hackney, SCO

Agenda 1: Minutes

Previous minutes accepted.

Agenda 2: Allowable costs for volunteers

Don Berg presented a draft for an FPAC guideline. The guideline is based on State travel policy and Idaho Code. The cost for consumable items, such as coffee, refreshments, or meals appears allowable and should not exceed the limits established in the State Travel Regulations. Also a \$50 per person limit on recognitions or rewards other than consumables is recommended.

In the case of rewards provided by sponsors, there is no recording of expenditure. Also cases of volunteer work done which is part of the matching of a grant, whether those costs can be charged to the grant is outside the scope of this guideline at this time.

Merideth said that the typical questions from agencies are about the kinds of expenses that should be allowed and the amount, and the questions are in regards to ongoing volunteer work.

Don Robbins asked if the \$50 should be an absolute maximum. For instance, speakers may come to speak or give a presentation and not charge their regular fee, which can be \$1,000 or more.

The agency might want to buy them a thank you gift for their time and the \$50 limit may not seem appropriate in comparison to their regular fee. Don Berg said that the agency might code these expenses as honorarium or some other more specific (and appropriate) expenditure that would not be applicable to the \$50 limit.

Don will add some updates to the draft and send this to the committee members for the next meeting.

Agenda 3: Travel Policy: Per Diem and Complimentary Meals

The committee was asked to help clarify the State Travel Policy. There is some inconsistency with what has been the intent of the per diem and the language that is in the policy. The committee was noted that agencies that require actual amounts of travel expenses may incur extra costs in the administration of the accounting and record-keeping and so the practice generally does not save agencies money. Merideth suggested removing wording of the examples of complimentary meals. David said there was another section of the policy that dealt specifically with meals provided at conferences. Merideth will review the Travel Policy for this reference and make recommendations at the next meeting.

Agenda 4: Agency Internal Policies and Guidelines

Merideth received a document from an agency that provides examples of customary expenses such as employee retirement or service awards, cards or flowers for personal events, etc. and a summary of policy statements for each example. Merideth will distribute this copy to the committee to discuss at the next meeting if any of these should be addressed in the Guidelines.

Next meeting: November 13, 2008, 1:30 PM in the State Controller's Office, 4th Floor conference room A.

Agenda:

1. Allowable costs for volunteers. Draft policy/guideline updates (Don Berg)
2. State Travel Policy Per Diem clarification. Examples of travel/meal situations from David. (Merideth & David)
3. Agency internal policies for inclusion on the guidelines. (Merideth)